SAFETYNET Configuration

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FMCSA Data Quality Improvement Program
Learning Objectives

• Identify how SAFETYNET configuration options can help you improve data quality
• Determine how you can use the configuration options to help make your daily routine more efficient
Agenda

- Explain why you should use configuration options
- Explain how you can find the configuration menu
- Show you how to configure settings for:
  - SAFETYNET in general
  - Inspections
  - Crashes
- Show you database utilities:
  - Optimizing SAFETYNET performance
  - Creating SAFETYNET backups
Why Should You Use Configuration Options?

- Improves data quality and reporting
- Allows customization
- Ensures consistency between SAFETYNET and inspection systems
How Can You Configure SAFETYNET?

- Configuration options located in Main Menu
- Organized by sections of SAFETYNET
General Configuration – Office Setup

Demo: Office Setup
General Configuration – Group Setup

Demo: Group Setup
General Configuration – Group Setup

Demo: Group Setup

[Image of a software interface showing a tree view of menu items with checkboxes indicating enabled or disabled status.]
General Configuration – User Setup

Demo: User Setup
Demo: Create a new GROUP and give “Certify only” access

1) Click “Add”
- Name it & Description: LD Officer
- Menu Access: Certify only

2) Click “Save”
General Configuration – User Setup Demo

Demo:
Create a new user and assign to the new group Admin Light

1) Click “Add”
- User ID: NEWADMIN
- First Name: Lou
- Last Name: Albano
- Group: Admin Light
- Password: Password123

2) Click “Save”
Poll #1
General Configuration – File Locations

Demo: File Locations

```
Activity Log Directory
M:\ActivityLog

Communications Log Directory
M:\CommsLog

Temporary Directory
M:\Temp

Reports Output Directory
M:\ReportOut

Communications Out Box Directory
M:\CommsOut

Communications In Box Directory
M:\CommsIn

Export Directory
M:\E-Reports

Capi Transfer File Directory
M:\Capi

SITU Out Box Directory

SITU In Box Directory
M:\SITU_In

Crash XML Import Source File Directory
```
Demo: Counties

General Configuration – Counties

Click in the State Code cell for the corresponding County to add or edit State codes, then select OK to save.

<table>
<thead>
<tr>
<th>State Code</th>
<th>FIPS Code</th>
<th>County Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>ADAMS</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>ALLEN</td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>BARTHOLOMEY</td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>BENTON</td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>BLACKFORD</td>
<td></td>
</tr>
<tr>
<td>011</td>
<td>BOONE</td>
<td></td>
</tr>
<tr>
<td>013</td>
<td>BROWN</td>
<td></td>
</tr>
<tr>
<td>015</td>
<td>CARROLL</td>
<td></td>
</tr>
<tr>
<td>017</td>
<td>CASS</td>
<td></td>
</tr>
<tr>
<td>013</td>
<td>CLARK</td>
<td></td>
</tr>
<tr>
<td>021</td>
<td>CLAY</td>
<td></td>
</tr>
<tr>
<td>023</td>
<td>CLINTON</td>
<td></td>
</tr>
<tr>
<td>025</td>
<td>CRAWFORD</td>
<td></td>
</tr>
</tbody>
</table>

Select the type of county code to be entered/used during the following activities:

- Inspection/Crash Data Entry
  - FIPS
  - State-Defined

- Inspection/Crash ASCII Integration
  - FIPS
  - State-Defined
General Configuration – Safety Investigators

- List of investigators and/or inspectors
- Should be exported to inspection systems (i.e. Aspen)
- Review own list, look for duplicate entries or typos
- Inspector name is copied from here to inspections

Common uses:
- Matching SI Code with Inspector’s name
- Investigator versus Inspector
General Configuration – Safety Investigators

**Demo:** Create a Safety Investigator named “Mary West” with an SI Code of IN1001

1) Click “Add”
- SI Code: IN1001
- First Name: Mary
- Last Name: West
- Check box: Safety Investigator

2) Click “Save”
General Configuration – Log Retention

- Good practice to set the retention of Activity & Communication Logs to “never remove”
- Small file sizes

Common uses:
- Retaining Activity & Communication Logs

General Configuration

Activity Log Retention
- Remove Activity Logs after [2] days
- Never remove Activity Logs

Confirmation Warnings Retention
- Remove residual Confirmation Warnings after [2] days
- Never remove residual Confirmation Warnings

Communications Log Retention
- Remove Communications Logs after [2] days
- Never remove Communications Logs

Communications Backup File Retention
- Remove Communications Backup file after [2] days
- Never remove Communications Backup File

Login Log Retention
- Remove Login Logs after [2] days
- Never remove Login Logs
Configuration Review

• Only an Administrator can perform changes to the Configuration
• Once created, users cannot be deleted – only deactivated
• Maintain the Safety Investigators/Inspectors table
• Keep the Activity and Communications logs for 6 to 12 months
Inspection Configuration
WARNING!

- Do not use Special Study Fields to collect additional inspection data
- Use the Special Study Fields only if instructed to do so by FMCSA or CVSA
Inspection Configuration – Locally Defined Fields

- Allows customization of SAFETYNET
- Able to collect more inspection data
- Used to collect State-specific activities – puts SAFETYNET to work for your State
- Data collected is not uploaded to MCMIS
- May be included in inspection reports
Inspection Configuration – Locally Defined Fields

- Can be used permanently
- Can be used only during a specified date range
- Can be queried in SAFETYNET
- Should be exported to inspection systems (i.e. Aspen)

**Common uses:**
- Management or legislature needs information that the inspection record does not collect
- Capture data for specific purposes or programs

Do you use LDFs?
**Demo:** Create an optional checkbox named “eScreening Used” to denote that the inspection was performed as a result of an electronic reading check.
Instructions

1) Click “Add”

2) Fill out fields
   - **Field Description**: Inspection eScreening check
   - **Field Label**: eScreening Used
   - **Data Type**: Logical
   - **Start Date**: 03/15/2021
   - **Deletion Date**: Leave blank
   - **Width**: 1
   - **Page**: Page 1

3) Check “Print” on Facsimile Report

4) Select Optional radio button, then click “Save”
Instructions – Continued

5) Click “Position”

6) With the cursor over the new field, hold down the left mouse button and drag the new field to the upper left corner of the page

7) Click “Ok,” and then click “Save”

8) Click “Tab Order” – used to set where new fields need to be if using the Tab key

9) Click “Save”
Demo: Inspection Locations
Inspection Configuration – Inspection Locations

• Can be entered manually
  • Potential inconsistencies
• Can be selected from a drop-down list
  • Ensures accuracy when the same location is used
• Should be exported to inspection systems (i.e. Aspen)

Common uses:
• Fixed locations

Do you use the Inspection Locations drop-down list?
Demo: Create a Roadside Inspection Location

1) Click “Add”
- Location Code: SR-500
- Location Description: STATE HWY/SR-500
- FIPS County Code: 001
- State: IN
- Facility Type: Roadside

2) Click “Save”
Demo: State Violations
Inspection Configuration – State Violations

- States can enter their own violation codes into SAFETynet.
- Each State violation code must be assigned (mapped) to a Federal code.
- The State violation code is not uploaded to MCMIS. Its Federal code equivalent is 392.2.
- Should be exported to inspection systems (i.e. Aspen).

Common uses:
- Apply to non-regulated exempt carriers
- Map to 392.2

Do you use State Violations?
Inspection Configuration – State Violations

**Demo:** Map a State Violation to a Federal Violation

1) Click “Add”

2) Fill out fields
   - **State Violation Code:** 9-40-1-2
   - **Federal Violation Code:** 392.2FC
   - **State Violation Description:** Following too close

3) Click “Save”
Inspection Configuration – Holidays

Demo: Holidays

[Image of an inspection configuration software window with a list of holidays]

Holidays
- November 11, 2014: Veterans Day
- November 22, 2014: Thanksgiving Day
- December 25, 2014: Christmas Day
- January 1, 2015: New Year's Day
- January 19, 2015: Martin Luther King Jr. Day
- February 16, 2015: Presidents Day
- May 25, 2015: Memorial Day
- July 4, 2015: Independence Day
- October 26, 2015: Columbus Day
- November 11, 2015: Veterans Day
- November 25, 2015: Thanksgiving Day
- December 25, 2015: Christmas Day
Inspection Configuration – Holidays

- State can add its own holidays
- Should be exported to inspection systems (i.e. Aspen)

Common uses:
- Labeling off-peak inspections

Does your State have any holidays that should be added?
Configuration Review

• Locally Defined Fields can be used to collect additional inspection data
• Inspection Locations help you maintain accuracy when the same locations are used
• The State Violations section allows you to map your own codes to the Federal codes
• Please don’t add your birthday as a holiday!
Question

Can you add a new Vehicle Make?

Yes, yes you can!
Inspection Configuration – Certification Statements

Demo: Certification Statements
Inspection Configuration – Certification Statements

- Two sets of Certification Statements
  - For inspection levels I through VI
  - For inspections level VII
- All Certification Statements can be edited or additional information can be entered
- Changes need be exported to inspection systems (i.e. Aspen)

Common uses:
- Provide carrier with additional information
- Add reminders

Have you modified your Certification Statements? How?
Inspection Configuration – Miscellaneous

Demo: Misc.

- **Shipper Data Collection**
  - Prompt for Shipper Information when a Shipper Violation is entered during Inspection data entry

- **Default Local Jurisdiction**
  - Default "Conducted by Local Jurisdiction?" to YES when adding a new inspection

- **Archive Data Retention**
  - Remove archived data after Inspection Start Date
  - Never remove archived data

- **Inspection Import**
  - Accept Inspections with unrecognized Inspector Codes (Inspector code is added to table)
Inspection Configuration – Import/Export

Demo: Import/Export
• Inspection systems are configured with the same information
• Allows the selection of specific items to share
• File created by the Export function is then imported by the inspection system

**Common uses:**
• Use the Export function to share any changes made in Inspection Configuration with inspection systems (i.e. ASPEN)
Inspection Configuration – Import/Export

Exercise: Import/Export
Export configuration data from SAFETynet to update ASPEN

1) Select the “Export” tab
   - Select “Export via Directory/Path”
   - Path should show the default setting from File Locations
   - Click “Continue”
   - Select the following tables:
     - Locally Defined Fields
     - Inspection Locations
     - State Violation Codes
     - Safety Investigators/inspectors
   - Click Export

2) Open the Activity Log to ensure all the tables were exported successfully
Inspection Configuration – Import/Export

Demo: Import/Export
Demo: Import/Export
Configuration Review

• Certification Statements can be reviewed and updated as needed
• Ensure shipper violations are attributed to the shipper and not the carrier
• Ensure inspections are not rejected because the Safety Inspector is unknown
• Export all the Configuration changes and update your Inspection Systems
Crash Configuration – Where to find
Crash Configuration – Locally Defined Fields

Demo: Locally Defined Fields
Crash Configuration – Locally Defined Fields

• Adding an LDF for crash records is the same as inspections
• Can be used permanently
• Can be used only during a specified date range
• Can be queried in SAFETynet
• Cannot be exported

Common uses:
• Collect any crash data not already included in the Crash record
Crash Configuration – Miscellaneous

Demo: Miscellaneous
Optimize Performance

Demo: Optimize Performance

Optimizing database performance may be time-consuming and cannot be canceled. Continue?

Yes  No  Help

Warning

Optimizing database performance may be time-consuming and cannot be canceled. Continue?
Optimize Performance

- Gives SAFETYNET an “Oil Change”
- Optimizes performance
  - Compresses tables so they’re allocated efficiently
  - Takes a while to run
  - **Do not** run the SAFETYNET backup at the same time (if you do backups)

**Common uses:**
- Configuration
- Database Administration
- Optimizing Performance
SAFETYNET Backup

- Must be run from the SAFETYNET server
- Do not depend on your network/system backup software

Common uses:
- Creating a local backup of your entire Oracle database
Configuration Review

- Locally defined fields in Crash behave the same way as in Inspection
  - Can be used to collect additional Crash data
- Run the Optimize Performance utility at least once a month
- BACKUP, BACKUP, BACKUP!
Have Questions? Let Us know!

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For questions about the SAFETYNET System:
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Thank You!